

**DEPARTMENT OF DEVELOPMENT, HOUSING DIVISION  
TAX ABATEMENT CERTIFICATION  
APPLICANT CHECKLIST**

**Please submit all necessary documentation indicated below with this application. Incomplete applications will be returned. Please read all instructions on application.**

**PHASE ONE: Preconstruction Conditional Approval**

- \_\_\_\_\_ **1. Completed application form, Pages 1-3**
- \_\_\_\_\_ **2. Photos of existing properties**
  - (a) Home Improvement – Properties on either side of subject property**
  - (b) New construction – All houses on block**
- \_\_\_\_\_ **3. Construction cost estimate**
- \_\_\_\_\_ **4. Written description of construction project**
- \_\_\_\_\_ **5. Photos of property**
  - (a) Home Improvement - Front and rear photos of subject property to be renovated.**
  - (b) New construction - Drawings of front and rear elevations of new construction.**
- \_\_\_\_\_ **6. Copy of Building Permit**

**PHASE TWO: Post Construction Certification**

- \_\_\_\_\_ **1. Completed application form, Pages 4-6**
- \_\_\_\_\_ **2. Copies of paid invoices or cancelled checks to support total construction cost claim**
- \_\_\_\_\_ **3. Occupancy permit**
- \_\_\_\_\_ **4. Proof of ownership**